

MEETING NOTICE

TO: Budget, Finance & Investment Committee

FROM: Joyce Ealy, Chairman

TIME: Thursday, June 7, 2012 – 5:30 P.M.

PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Insurance Report
5. General Fund Budget Amendments
 - A. 2011-12 Revenue Adjustments
 - B. Election Commission
 - C. General Sessions Court
 - D. Fire & Rescue
 - E. County Buildings
 - F. County Garage
 - G. Unemployment Compensation
 - H. Sheriff's Department & Jail (9)
6. Ambulance Service Fund Budget Amendments
 - A. 2011-12 Revenue Adjustments
 - B. Budget Amendments (4)
7. Solid Waste/Sanitation Fund Budget Amendments
 - A. 2011-12 Revenue Adjustments
8. Drug Control Fund Budget Amendments
 - A. 2011-12 Revenue Adjustments
9. Highway Fund Budget Amendments
 - A. 2011-12 Revenue Adjustments
 - B. Budget Amendments (2)
10. General Purpose School Fund Budget Amendments
11. Retirement Manager Agreement with VALIC Retirement Services
12. Debt Service Fund Budget Amendments
 - A. 2011-12 Revenue Adjustments
13. Salary Supplement Agreement for Health Department Director
14. Grant Contract with Tennessee Department of Health for the Provision of Local Health Services
15. Grant Contract Amendment with Tennessee Department of Human Services for Child Support Enforcement
16. License Agreement with Tennessee Department of Environment and Conservation for Office Space Rental
17. Resolution for Facsimile Signature for Rutherford County Trustee Warrant Account at First Tennessee Bank
18. Resolution for Facsimile Signature for Rutherford County Payroll Account at SunTrust Bank
19. 2012-13 Budget – Review Any Budgets Necessary
20. Other Business

* * * *

To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.

* * * *

cc: Commissioners
Ernest Burgess
Jim Cope
Teb Batey
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

1. The minutes of the May 21 and May 29, 2012 Budget Committee meetings will be presented for approval.
2. The County Trustee will be presenting the monthly Investment Report
3. The Finance Director will be presenting the Fund Condition Report for the month ending May 31, 2012.
4. The Insurance Director will be presenting the monthly Insurance Financial Report
5. **General Fund Budget Amendments:**

A. The Finance Director will be requesting approval of a budget amendment to adjust the 2011-12 General Fund revenue according to the approximate actual to be received.

B. The Election Registrar will be requesting approval of the following budget amendment to recognize revenue received and the related expenditures for the voting machine rental. The current year budget reflected revenue and expenditures for the voting machine rental of \$77,000. At the County Commission meeting on May 17, a Grant Contract with the State Division of Elections was approved for \$141,474, which will provide funding for the voting machine rental for the entire calendar year. Therefore, the entire revenue and expenditures need to be placed in the current year budget. The revenue and expenditures for the voting machine rental can be removed from the 2012-13 budget:

Increase Revenue:	101-46190 – Other General Government	
	Grant -	\$64,474

Increase Expend.:	101-51500-351 – Rentals -	\$64,474
-------------------	---------------------------	----------

C. The General Sessions Court will be requesting approval of the following budget transfer to provide sufficient funds for the rest of the year for Data Processing Services:

From:	101-53300-334 – Maintenance Agreements -	\$	100
To:	101-53300-317 – Data Processing Services -	\$	100

D. The County Fire Chief will be requesting approval of the following budget transfer to provide funding to purchase air bags:

From:	101-54320-533 – Criminal Investigations of Applicants -	\$1,000
To:	101-54320-499 – Other Supplies & Materials -	\$1,000

E. The County Mayor will be requesting approval of the following budget amendment to provide adequate funding to pay the City of Murfreesboro for landscaping services around the Courthouse:

From:	101-39000 – Unassigned Fund Balance -	\$12,000
To:	101-51800-309 – Contracts w/Government Agencies -	\$12,000

F. The County Mayor will be requesting approval of the following budget amendments to provide funding to pay the accumulated leave for a mechanic at the garage who left employment. This amendment will provide funding to fill the vacancy as of June 11 at a pay grade 5 step 3:

From:	101-58400-334 – Maintenance Agreements -	\$	500
	101-58400-418 – Equipment/Machinery Parts -		1,500
	101-58400-453 – Vehicle Parts -		2,000
	101-58400-499 – Other Supplies/Materials -		788
To:	101-58400-149 – Laborers -	\$	3,862
	101-58400-201 – Social Security -		240

Explanation of Agenda Items (cont'd)

101-58400-204 – State Retirement -	490
101-58400-205 – Employee Insurance -	130
101-58400-209 – Disability Insurance -	10
101-58400-212 – Employer Medicare -	56

- G. The Finance Director will be requesting approval of the following budget amendments to provide funding for the Unemployment Compensation for the Fiscal Year 2011-12 according to where the expenditures have actually occurred. The amendment covers expenditures made from July through April with estimates for May and June. The source of funding will be \$20,000 from the pooled account for Unemployment Compensation, \$7,842 received from the State for a refund of extended unemployment for the period of December 17, 2010 through December 31, 2011, recognizing \$4,500 in additional revenue for the State Health Department Program, and \$24,359 from the Unassigned Fund Balance:

From: 101-58600-210 – Employee Benefits/Unemployment - \$20,000
101-39000 – Unassigned Fund Balance - 24,359

Increase Revenue: 101-46990 – Other State Revenue - 7,842
101-46310 – Health Dept. Programs - 4,500

Increase Expend.: 101-51500-210 – Election/Unemployment - \$ 112
101-51600-210 – Register of Deeds “ - 872
101-51800-210 – County Buildings “ - 1,622
101-51920-210 – Risk Management “ - 2,548
101-52300-210 – Property Assessor “ - 17,811
101-52600-210 – Information Tech. “ - 236
101-54110-210 – Sheriff’s Dept. “ - 5,000
101-54220-210 – Correct. Wk Ctr. “ - 9,000
101-54240-210 – Juvenile Detention “ - 5,000
101-55120-210 – PAWS “ - 10,000
101-55190-210 – Oth Local Health “ - 4,500

- H. The Sheriff’s Department will be requesting approval of the following budget amendments to recognize revenue from the Sale of Recycled Materials for Maintenance and Repair of the Building; to recognize revenue from the Sale of Materials and Supplies for Other Contracted Service for the Memorial Garden, supplies, the vegetable garden, Sheriff’s Office Supplies and Detention Supplies; to recognize revenue from donations and contributions for Other Contracted Service for the Memorial Garden and Other Supplies for Operation Integrity:

Increase Revenue: 101-44145 – Sale of Recycled Materials - \$5,017
Increase Expend.: 101-54210-335 – Maint./Repair Building - \$5,017

Increase Revenue: 101-44130 – Sale of Materials & Supplies - \$2,350

Increase Expend.: 101-54110-399 – SO/Other Cont. Services - \$1,373
101-54210-499 – Jail/Other Supp./Mat. - 30
101-54110-435 – Sheriff/Office Supplies - 750
101-54210-435 – Jail/Office Supplies - 197

Increase Revenue: 101-44570 – Contributions/Gifts - \$1,893

Increase Expend.: 101-54110-399 – SO/Other Cont. Services - \$1,094
101-54110-499 – SO/Other Supp./Mat. - 799

The Sheriff’s Department will also be requesting approval of the following budget amendments to recognize revenue from Other Governments to be used for Overtime Pay; to recognize revenue from contributions from Other Governments

Explanation of Agenda Items (cont'd)

to be used for In-Service Training; and to transfer within the Sheriff's Department budget for Communication Equipment:

Increase Revenue:	101-48140 – Contracted Services -	\$ 3,345
Increase Expend.:	101-54110-187 – Overtime Pay -	3,345

Increase Revenue:	101-48130 – Contributions -	\$ 1,775
Increase Expend.:	101-54110-196 – In-Service Train. -	\$ 1,775

From:	101-54110-148 – Dispatchers -	\$ 1,450
	101-54110-189 – Other Salaries/Wages -	40,000
	101-54110-201 – Social Security -	2,570
	101-54110-204 – State Retirement -	5,270
	101-54110-209 – Disability Insurance -	100
	101-54110-212 – Employer Medicare -	610

To:	101-54110-708 – Communication Equipment -	\$50,000
-----	---	----------

The Sheriff's Department will be requesting the following transfers within the Sheriff's Department and Jail budgets to provide additional funding for utilities, and to transfer funds within the Detention budget to provide adequate funding for the Jail Detention Officers:

From:	101-54210-334 – Jail/Maint. Agreements -	\$ 6,000
	101-54110-194 – Sheriff/Jury Expense -	10,000

To:	101-54210-452 – Jail/Utilities -	\$16,000
-----	----------------------------------	----------

From:	101-54210-109 – Jail/Captains -	\$ 8,000
	101-54210-110 – Jail/Lieutenants -	6,000
	101-54210-115 – Jail/Sergeants -	6,000
	101-54210-167 – Jail/Maint. Personnel -	5,000

To:	101-54210-160 – Jail/Guards -	\$25,000
-----	-------------------------------	----------

The Sheriff's Department will be requesting approval of the following budget amendments within the Sheriff's Department budget to provide additional funding for Overtime Pay:

From:	101-54110-110 – Sheriff's Dept./Lieutenants -	\$10,000
	101-54110-115 – Sheriff's Dept./Sergeants -	20,000
	101-54110-162 – Sheriff's Dept./Clerical Personnel -	7,500
	101-54110-148 – Sheriff's Dept./Dispatchers -	7,500

To:	101-54110-187 – Sheriff's Dept./Overtime Pay -	\$45,000
-----	--	----------

To:	101-54220-452 – Utilities -	\$25,000
-----	-----------------------------	----------

6. Ambulance Service Fund Budget Amendments:

A. The Finance Director will be requesting approval of a budget amendment to adjust the 2011-12 revenue for the Ambulance Service Fund to the approximate actual to be received.

B. The Ambulance Service will be requesting approval of the following budget amendments to transfer \$45,000 from the ending fund balance into Vehicle Maintenance, Drugs & Medical Supplies and Utilities; to transfer funding from the Dispatchers payroll account to Part Time Personnel; to recognize additional revenue from patient charges to be appropriated for refunds; and to transfer funds from the In-Service Training Account to Travel:

Explanation of Agenda Items (cont'd)

From: 118-34730 – Assigned for Public Health & Welfare - \$45,000

To: 118-55130-338 – Maint./Repair Vehicles - \$25,000
 118-55130-413 – Drugs/Medical Supplies - 10,000
 118-55130-452 – Utilities - 10,000

From: 118-55130-148 – Dispatchers - \$10,000
 To: 118-55130-169 – Part Time Personnel - \$10,000

Increase Revenue: 118-43120 – Patient Charges - \$ 5,000
 Increase Expend.: 118-55130-509 – Refunds - \$ 5,000

From: 118-55130-196 – In-Service Training - \$ 1,500
 To: 118-55130-355 – Travel - \$ 1,500

7. **Solid Waste/Sanitation Fund Budget Amendments:**

- A. The Finance Director will be requesting approval of a budget amendment to adjust the 2011-12 revenue for the Solid Waste Fund to the approximate actual to be received.

8. **Drug Control Fund Amendments:**

- A. The Finance Director will be requesting approval of budget amendments to adjust the 2011-12 revenue for the Drug Control Fund to the approximate actual to be received.

9. **Highway Fund Budget Amendments:**

- A. The Finance Director will be requesting approval of budget amendments to adjust the 2011-12 revenue for the Highway Fund to the approximate actual to be received.
- B. The Highway Superintendent will be requesting approval of the following budget amendment to provide additional funding for Employee and Dependent Insurance due to the change in status of an employee; and to provide additional funding for Asphalt for paving a convenience center:

From: 131-62000-205 – Highway/Bridge Maint./ Employee Insurance - \$ 6,900

To: 131-63100-205 – Operation/Maint. Equip. Employee Insurance - \$ 6,900

Increase Revenue: 131-44130 – Sale of Supp./Mat. - \$60,000
 Increase Expend.: 131-62000-402 – Asphalt - \$60,000

10. The Director of Schools will be requesting approval of budget amendments to amend \$142,360 in grants, donations, and other revenues and related expenditures; to amend Water and Sewer by \$25,000, Transportation Contracts with Other Agencies by \$21,700, Contracts with Vehicle Owners by \$175,000, and to reduce Natural Gas by \$221,700; to increase the budget for substitute teachers throughout the General Purpose School budget by \$323,000 and to fund the expenditure by reallocating available salary and benefit dollars; to increase the budget for unemployment compensation throughout the General Purpose School budget by \$165,000 and to fund the expenditure by reallocating available salary and benefit dollars; to increase the budget for medical insurance by \$504,780 and other employee benefits by \$70,846 and to fund the total of \$575,626 in expenditures by reallocating available salary and benefit dollars; to amend a total of \$205,000 in already budgeted expenditures to the appropriate function object lines for the technology budget, the Virtual Enterprise Program, and bus cameras and parts.

Explanation of Agenda Items (cont'd)

11. Approval of a Retirement Manager Agreement Renewal with VALIC will be requested for the Rutherford County School System. The Retirement Manager Agreement is being extended to June 5, 2013.
12. **Debt Service Fund Budget Amendments:**
 - A. The Finance Director will be requesting approval of a budget amendment to adjust the 2011-12 Debt Service Fund revenue to the approximate actual to be received.
13. The Health Department Director will be requesting approval of the annual salary supplement agreement with the Tennessee Department of Health.
14. The Health Department Director will be requesting approval of a Grant Contract with the Tennessee Department of Health for the period of July 1, 2012 through June 30, 2013 for the provision of local County Health Services in the amount of \$2,008,500.
15. The County Mayor will be requesting approval of Amendment Five of the Grant Contract with the Tennessee Department of Human Services for child support enforcement extending the Grant Contract through June 30, 2013. The total project is \$51,758, with the grant contract being \$34,160, and the grantee match being \$17,598. This will be the fifth year of a five-year contract.
16. The County Mayor will be requesting approval of a License Agreement with the Tennessee Department of Environment and Conservation for the rental of office space located at No. One South Public Square, Room 215. The monthly payments will be \$650.00.
17. The Finance Director will be requesting approval of a Resolution for Facsimile Signature for the Rutherford County Trustee Warrant Account at First Tennessee Bank to replace the signature of the Director of Schools.
18. The Finance Director will be requesting approval of a Resolution for Facsimile Signature for the Rutherford County Payroll Account at SunTrust Bank to replace the signature of the Director of Schools.
19. 2012-13 Budget – Review Any Budgets Necessary
20. Other Business